

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO: 7-77

10 June 1977

MNEMONICS FOR MANAGERS

DESCRIPTION

The Office of Training will offer a course entitled "Mnemonics for Managers" which was pre-

[redacted] while under contract to the Office of Research and Development. The course is designed to provide managers with memory skills that will enhance their ability to recall and order the tasks and personnel details that arise daily.

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Students in the course will participate in a number of management-related practical exercises designed to extend their ability to remember. In addition they will be given a series of mnemonics techniques which will aid memory.

The course is open to middle- and upper-level managers (GS-12 or above) from all Directorates and Offices. This is an experimental offering; the course will be repeated if there is sufficient demand. Questions regarding the course content

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DATES OF OFFERING : 12 July through 11 August 1977

LENGTH : Five weeks, Tuesday and Thursday, 0930 - 1230;
10 three-hour sessions

PLACE : Chamber of Commerce Building

CLASS SIZE : 10 Minimum; 15 Maximum

REGISTRATION DEADLINE: Two weeks prior to the beginning of the course

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